

**ANNUAL STATE PLAN UNDER SECTION 403(a)(5) OF
THE TEMPORARY ASSISTANCE FOR NEEDY FAMILIES
BLOCK GRANT WELFARE-TO-WORK
FORMULA GRANTS**

STATE OF LOUISIANA

**for the period
February 3, 1998 - February 2, 2001**

PROGRAM ADMINISTRATORS

For the State of Louisiana specify below which state agency will be the Grant Recipient, and which state agency will be the Administrative Agency, and identify who will be the Liaison for the Welfare-to-Work Program.

Name of Grant Recipient: Louisiana Department of Labor
Address: P.O. Box 94094 Baton Rouge, LA 70804
Telephone Number: (504) 342-3011 Facsimile Number: (504) 342-3778 E-mail Address:

Name of State Administrative Agency (if different from the Grant Recipient): Same as Above
Address:
Telephone Number: Facsimile Number: E-mail Address:

Name of State WtW Liaison (Individual responsible for day-to-day operations of the grant): Ms. Sujuan Boutte, Assistant Secretary Office of Workforce Development Louisiana Department of Labor
Address: P.O. Box 94094 Baton Rouge, LA 70804
Telephone Number: (504) 342-7693 Facsimile Number: (504) 342-7960

I. Welfare-to-Work Program Description

A. Program Design

- 1. Work groups consisting of DOL, DSS, and other partners have been formed at the state and local levels to address and develop procedures and policies for implementation. As decisions are made, and as USDOL provides more specific guidance, appropriate revisions will be made to this plan. State and local targeting strategies to reach the hard-to-employ TANF recipients eligible under WtW and to assure that appropriate activities and services are provided to help these participants achieve self-sufficiency will include, but not be limited to the following:**

- A. Identification of recipients through Office of Family Support (OFS). Both OFS and the Workforce Investment Board (LWIA) will identify the hard to employ TANF recipients, in accordance with 20 CFR 645.212; 20 CFR 645.213 and 20 CFR 645.214. Once identified, referrals will be made by the OFS Case Manager to his LWIA partner in accordance with locally developed procedure.
- B. One-on-one recruitment: The primary recruitment efforts will be aimed directly at individuals currently enrolled as TANF recipients. Case Managers with the Office of Family Support will introduce and discuss the objective of this program with TANF recipients.
- C. Brochures, flyers, and videotapes advertising seminars or services may be utilized to encourage participation.
- D. Posters may be placed in strategic locations where targeted individuals gather to advertise the program opportunities and requirements and/or impact of non-participation.
- E. Motivational reminders may be sent monthly like a simple newsletter to potential participants.
- F. Ordinary broadcast media will be used also. Radio, TV, newspaper ads, newspaper articles, etc. will be used as necessary.
- G. Special orientation/recruitment meetings may be conducted in cooperation with agencies currently serving eligible participants.
- H. Customer-driven services may also be utilized. Questionnaires may be distributed to participants asking them to define their needs so that the LWIB can consider ways to meet these needs.
- I. Power Point presentation on computer may be available in the lobby at the agencies currently serving the eligible population. The presentation would highlight the

changes brought about by the WtW legislation as well as the opportunities available to the eligible individuals. The presentation might also include motivational thoughts designed to enhance intrinsic motivation of the eligible population.

J. Packet of all Community Services may be distributed to individuals.

In keeping with the WtW Legislation, LWIBs have the authority to determine the individuals to be served in the LWIA. The following rule will apply to state matching funds effective July 1, 2000 and federal funds effective October 1, 2000:

At least 70% of the grant funds must be spent on individuals who:

- (1) Are a TANF recipient who has received assistance for at least 30 months (whether consecutive or not); or*
- (2) Are within 12 months of reaching TANF time limit, or have exhausted receipt of TANF due to time limit; or*
- (3) Are a noncustodial parent who is unemployed, underemployed, or having difficulty paying child support obligations and at least 1 of the following applies to a minor child of the noncustodial parent:*
 - (a) The minor child or the custodial parent of the minor child is a TANF recipient who has received assistance for at least 30 months (whether consecutive or not), or is within 12 months of reaching TANF time limit, or has exhausted receipt of TANF due to time limit; or*
 - (b) The minor child is eligible for, or is receiving, TANF benefits; or*
 - (c) The minor child received TANF benefits in the 12-month period preceding the date of the determination but no longer receives such benefits; or*
 - (d) The minor child is eligible for, or is receiving, assistance under the Food Stamp Act of 1977, benefits under the supplemental security income program under title XVI of this Act, Medicaid, or the Children's Health Insurance Program; AND*
- (4) In the case of a noncustodial parent who becomes, or has been, enrolled in the project, the noncustodial parent is in compliance with the terms of an oral or written personal responsibility contract, which was entered into not later than 30 (or at the operation of the entity, not later than 90) days after the noncustodial parent was enrolled in the project, and which at a minimum, includes the following:*
 - (a) A commitment by the noncustodial parent to cooperate, at the earliest opportunity, in the establishment of the paternity of the minor child, through voluntary acknowledgement or other procedures, and in the establishment of a child support order; and*
 - (b) A commitment by the noncustodial parent to cooperate in the payment of child support for the minor child, which may include a modification of an existing support order to take into account the ability of the noncustodial parent to pay such support and the participation of such parent in the project; and*
 - (c) A commitment by the noncustodial parent to participate in employment related activities that will enable the noncustodial parent to make regular child support payments, and if the noncustodial parent has not attained 20 years of age, such related*

activities may include completion of high school, a general equivalency degree, or other education directly related to employment; and

- (d) A description of the services to be provided, and a commitment by the noncustodial parent to participate in such services, that are designed to assist the noncustodial parent to obtain and retain employment, increase earnings, and enhance the financial and emotional contributions to the well-being of the minor child.*

Up to 30% of the grant funds may be spent on:

- (1) Individuals who have characteristics associated with long-term welfare dependence, such as school dropout, teen pregnancy, or poor work history, and are recipients of TANF; or*
- (2) Children who have attained 18 years of age but not 25 years of age, and who, before attaining 18 years of age, were recipients of foster care maintenance payments or were in foster care under the responsibility of the state; or*
- (3) TANF recipients who have significant barriers to self-sufficiency under criteria established by the local LWIB; or*
- (4) Custodial parents with incomes below 100 percent of the poverty line; or*
- (5) An individual who has characteristics associated with, or predictive of, long-term welfare dependence, and who would be otherwise eligible to receive TANF assistance but is no longer receiving TANF assistance because (s)he has reached either the Federal five-year lifetime on receipt of assistance, or a state-imposed lifetime limit.*

2a. State and local strategies regarding the employment activities (community service, work experience, job creation through public and private wage subsidies, on-the-job training) that are planned under this grant include the following:

Development of unsubsidized jobs with career path options for WtW clients will be primary. Clients will be directed toward this type of employment when possible. Emphasis will be placed on the use of WtW funds to provide transitional services when not otherwise available from other resources. Coordinated job development, including integrated employer access systems and pooled contact resources, will be used. If unsubsidized employment is not feasible, subsidized employment will be used if it meets the goals outlined in the client's individual service strategy. Activities and services to be provided to encourage clients to achieve self-sufficiency will be defined by state level DOL and DSS with local input. These activities and services will include:

A. Unsubsidized employment/job placement

- 1. Private sector jobs
- 2. Public sector jobs

Work Opportunity Tax Credit (WOTC) and Welfare-to-Work (WtW) Tax Credit will be offered as an incentive to the prospective employers.

B. Subsidized employment

1. Job creation through short-term public or private sector wage subsidies
2. On-the-job training
3. Community service/Work experience

C. Job readiness training

1. In-house provision of services by both LWIA and companion TANF agency
2. Expansion of contracts utilized by TANF agencies to provide services for job readiness
3. Contracts with third parties to provide services for job readiness

D. Post-employment/Job retention services

1. Mentoring
2. Ongoing skills and work place behavior training
3. Post-employment counseling
4. Continuing case management and follow-up

E. Supportive services will be coordinated with other agencies and reported on the Individual Service Strategy, based upon availability of funds. Local LWIA and TANF staff will jointly determine availability of services before utilizing WtW funds.

1. Child care
2. Transportation
3. Housing assistance
4. Substance abuse
5. Mentoring
6. Educational opportunities
 - (i) Adult basic education
 - (ii) Vocational education
 - (iii) Vocational rehabilitation
 - (iv) College
7. Life skills
 - (i) Counseling
 - (ii) Financial planning
 - (iii) Other topics of need/interest
8. Medical care, mental and general health, etc.
9. Career information/training
 - (i) Job Service
 - (ii) WIA
 - (iii) One Stop Shop/Workforce Center, Career Information Center
 - (iv) Job Clubs
10. Miscellaneous services

F. Job Training, which may be provided to a WtW participant for up to six months

2b. State and local strategies regarding the utilization of contracts with public and private

providers of job readiness, placement, and post-employment services; job vouchers for placement, readiness, and post-employment services; job retention, or support services, if not otherwise available to the individual participants receiving WtW services, that are planned under this grant include:

The WtW grant will attempt to provide services through appropriate personnel and through contracting for services where feasible and appropriate. WtW may contract with public and/or private providers for the provision of job readiness, job placement, and post-employment services. Job vouchers may be utilized for placement, job readiness, and post-employment services, or in such instances where the WtW grantee is not a private industry council or workforce investment board, may provide such services directly. Job retention services may be provided through appropriate staff or through contracted services. Support services will be provided through referral and through contracted services. Non-financial/financial agreements may be entered into with providers of support services deemed essential for participants.

Post employment services may include weekly “job keeping skills” meetings to assist participants in working through any problems that have occurred. In addition, participants that are in jeopardy of losing their job may call for the job coach or case manager to intervene and attempt to mediate the situation to keep the participant employed.

3. The State and local policy and procedures which will govern implementation of WtW activities, including how WtW funds will be used to provide necessary support services (child care, substance abuse treatment, transportation, etc.) when these services are not otherwise available to the individual participant receiving WtW services, include the following:

State and local policy and procedures which will govern implementation of WtW activities will be consistent with the WtW legislation and regulations and state developed policies. All policy and procedures developed by the state will promote full flexibility at the local level. The State will require local areas to include their policy and procedures in locally developed program plans developed in accordance with WtW legislation and regulations and state guidance, within prescribed time frames determined at the state level.

Biggest impacts on employment and earnings have been found in programs that are employment-focused, short, intensive, and provide marketable job skills in a work-like setting. Close links to area employers are critical to ensure that training is for jobs in demand in the local labor market.

Louisiana has identified and issued policy guidance to LWIAs on the following five major areas of emphasis for this program:

1. Transitional Services

The first option for participants should be unsubsidized employment with career path options. LWIA programs should emphasize the use of WtW funds to provide transitional

services. While the Department of Social Services, through TANF, can provide child care services for participants, WtW funds can be used to pay for transportation costs (leveraged with funding from other local entities such as Community Action Agencies), counseling, employer mentoring, and other services provided by the agencies involved in this initiative, for an agreed upon time frame across all agencies throughout the State. Subsidized employment (work experience, on-the-job training) should only be utilized when unsubsidized employment is not feasible and it meets the goals outlined in the participant's Individual Service Strategy (ISS)/TANF Individual Responsibility Plan (IRP).

2. Job Development Activities

In order to involve and educate the employer community and expand the pool of job openings suitable to the client population, it is recommended that LWIAs should involve a contracted third party job developer. This entity's function would be to develop WtW job openings and to follow-up on participants regarding continued program participation, thus serving as a point of contact between the case manager and the welfare recipient to ensure completion of the goals outlined in the participant's ISS/IRP. In addition, this designated job developer will work with all entities involved in this initiative, Workforce Investment Act, DSS, Job Service, and other local community partners, to coordinate an integrated employer access system in order to pool employer contact resources and avoid duplicative job development efforts. The local One-Stop Workforce Center System initiative will assist in this endeavor. One -Stop Shop development will be accelerated in areas where not fully functional to further WtW efforts. Also, responsibility for coordination of job development efforts can be included in any contract or agreement with a third party job developer.

3. Non-Custodial Parents

LWIAs are encouraged to set aside funds to assist these eligible individuals to move into long-term unsubsidized employment; however, because program participation is often a result of judiciary decree, LWIAs may face recruitment/program retention problems with this client population. Under the 1999 WtW amendments, State agencies responsible for enforcing child support orders (State IV-D agencies) have the authority to share information on noncustodial parents for the purpose of identifying and contacting them regarding participation in the WtW program. This information can include names, addresses, telephone numbers and identifying case number information, and can only be shared with WtW grantees who are LWIBs or local workforce investment boards. The State will ensure that the LWIBs have procedures in place for safeguarding the privacy of this information and for ensuring that the information will be used solely for WtW recruiting purposes. Local procedures will be developed to refer eligible non-custodial parents, utilizing OFS Support Enforcement Section information and resources.

4. Performance Criteria

Currently, the Welfare-to-Work legislation lists three performance goals for measuring success in serving eligible individuals. These include:

- placement in unsubsidized employment;
- duration of such placements;

- increase in earnings.

In addition to these measures, LWIBs and workforce boards should consider the following recommendations in designing programs:

- Provide customized services responsive to employer and employee needs;
- Work with employers and employees to promote job retention and career advancement;
- Strengthen transitional supports for participants;
- Avoid labeling particular populations;
- Hold new workers accountable for meeting employer expectations;
- Promote ongoing communication between service providers, employers, and employees;
- Ensure program accountability;
- Emphasize early employer involvement and a strong commitment from all partners;
- Improve collaboration among existing service providers;
- Reduce the administrative burdens on employers;

5. Collaboration/Coordination

The development of the local WtW plan and operation of the WtW program should be a collaborative/coordinated effort among the local stakeholders in the WtW program. It is recommended that a local WtW team be established, including but not limited to the following agencies: TANF; WIA; Job Service; Community Action Agencies; Office of Women's Services; Community College, College or University, Economic Development Agency; Adult Education; Technical College, and State Title III Contractors. This team would be responsible for the development of the local plan and for providing guidance/oversight relative to the operation of the WtW program. Coordination with community-based organizations is critical to the success of the program and should commence when appropriate. As noted above, maximum coordination with TANF is required throughout the process.

Further, coordination efforts should be made on a regional basis, in conformity with the eight (8) economic planning districts. It is recommended that LWIAs in the same planning district form regional partnerships to coordinate plans and activities, in an effort not only to improve services and eliminate duplication, but also to broaden program knowledge.

Necessary support services, as described previously, when these services are not otherwise available to the individual participant receiving WtW services, will be provided, if feasible, through coordination with other state or local entities or provided through WtW funds.

4. The performance goals and outcomes the State intends to achieve in serving the eligible participants in the WtW include, but may not be limited to the following factors:

- (a) placement in unsubsidized jobs
- (b) duration of such placements
- (c) increase in earnings

The formula shall be the basis for measuring Louisiana's success in placing individuals in private sector employment or any kind of employment, the duration of such placements, any increase in earnings of such individuals, and other additional factors that the Secretary of the U.S. Department of Labor deems to be appropriate. The formula will provide for adjustments due to general economic conditions of the State.

The 1999 WtW amendments authorize the Secretary of Labor, in consultation with the Secretary of Health and Human Services as well as States, organizations representing States, and localities, to establish requirements for the collection and maintenance of financial and participant information and the reporting of such information. WtW grantees will continue to operate under the current reporting requirements until reporting changes are published and become effective.

5. A description of how the program will be implemented by LWIBs across the State, including the roles and responsibilities of the State WtW Administrative Agency and the TANF agency; a list of the substate areas and the local entities responsible for program administration; and the program's implementation target dates are as follows:

The LWIB will develop a WtW program plan in coordination/collaboration with the agencies listed above and other stakeholders. It will recommend goals and training program activities from knowledge developed relating to the welfare population. The LWIB will review the plan for completeness, description of service, performance goals, procedures for determining eligibility of participants, program activities, fiscal control, and accountability. If the plan is approved by the full LWIB, the Chief Elected Official and the LWIB chairperson will sign the "Statement of Concurrence" and will jointly submit the plan to the Governor for final approval. The LWIB's role and responsibilities include:

- a) sole authority, in coordination with CEOs, to expend formula funds;
- b) authority to determine the individuals to be served in the LWIA;
- c) authority to determine the services to be provided in the LWIA;
- d) ensuring funds are expended on eligible recipients and on allowable activities, consistent with Sec. 645.410(a)(5) of the regulations;
- e) coordinating WtW fund expenditures with State TANF expenditures and other programs;
- f) ensuring that there is an assessment and an individual service strategy in place for each WtW participant, consistent with Secs. 645.225(a) and (b) of the regulations;
- g) conducting oversight and monitoring of subrecipients, consistent with the provisions of Sec. 645.245 of the regulations;
- h) ensuring worker protection provisions and grievance processes are observed, consistent with State guidelines; and
- i) consulting with and providing comments on private entity Competitive Grant Application(s), consistent with the provisions of Sec. 645.500(b)(1)(I) of this part.

The Louisiana Department of Labor (State WtW Administrative Agency) and Department of Social Services (State TANF Agency) will provide joint collaboration and coordination on WtW program policy and procedures development and provide joint oversight of the program. The role and responsibilities of the State WtW Administrative Agency (LDOL) include:

- a) providing overall administration of WtW funds, consistent with the WtW statute, WtW regulations, and the State WtW Plan;
- b) developing the State WtW Plan in consultation and coordination with appropriate entities in substate areas, such as One-Stop systems, private sector employers, labor organizations, business and trade associations, education agencies, housing agencies, community development corporations, transportation agencies, community-based and faith-based organizations, disability community organizations, community action agencies, and colleges and universities which provide some of the assistance needed by the targeted population;
- c) distributing funds to LWIAs, consistent with the provisions described in Sec. 645.410(a);
- d) conducting oversight and monitoring of WtW activities and fund expenditures at the State and local levels for compliance with applicable laws and regulations, consistent with the provisions of Sec. 645.245 and providing technical assistance as appropriate;
- e) ensuring coordination of LWIB fund expenditures with the State TANF expenditures and other programs;
- f) managing and distributing State-level WtW funds (15%) consistent with the provisions of Secs. 645.410(b) and (c);
- g) ensuring that the 15% administration limitation and the match requirement are met;
- h) ensuring that worker protection provisions are observed and establish an appropriate grievance process, consistent with Secs. 645.255 through 645.270 of the regulations;
- i) providing comments on Competitive Grant Application(s) from eligible entities within the State;
- j) cooperating with the Department of Health and Human Services on the evaluation of WtW programs;
- k) providing technical assistance to LWIBs or alternate administering agencies;
- l) establishing internal reporting requirements to ensure Federal reports are accurate and complete and are submitted on a timely basis; and
- m) determining whether to request waivers to select an alternate administering agency consistent with the provisions described of Sec. 645.400 of the regulations.

Attachment A provides a listing of LWIA Grant Recipients, Administrative Entities, LWIB Chairs, and CEOs responsible for program administration.

The WtW program implementation target date is February 1, 1998.

6. State policies and procedures, developed in coordination with LWIBs, regarding: (a) identification and referral of participants; and (b) assessment and case management, if any.

- (a) LDOL will develop policies and procedures concerning the identification and referral of

participants in collaboration with DSS. These policies will address all three eligibility components. Recognizing that the TANF agency is best able to determine WtW participant eligibility based on receipt of TANF assistance, the state will develop a coordinated eligibility determination mechanism to ensure that the LWIB and local DSS staff will work together to facilitate the exchange of information. At a minimum, the information obtained from DSS will include whether an individual is receiving TANF assistance, the length of such receipt, and applicable time limits on such receipt. In order to minimize duplication of effort, provide an efficient data collection methodology, and encourage local interagency coordination, determination of labor market deficiencies may utilize existing reliable information collected by other entities up to six months prior to WtW eligibility determination. For those individuals not receiving TANF assistance, the LWIB must coordinate eligibility determination efforts with DSS and other appropriate local agencies. These policies will ensure local flexibility to determine the best methodology for this exchange of information, recognizing the myriad of circumstances that exist in local areas.

- (b) LDOL will develop policies and procedures concerning assessment and case management of participants in collaboration with DSS. These policies will require that an assessment of skills, prior work history, employability, and other relevant information, including information regarding disabilities, be in place for each WtW participant and that an individualized strategy for transition to unsubsidized employment be developed. This strategy should assure that WtW funded activities are effectively coordinated with similar activities being funded through TANF and other related programs. These elements are consistent with current TANF requirements; therefore, in order to avoid duplicative strategies and unnecessary use of staff resources, the use of the TANF Individual Responsibility Plan (IRP), as the WtW individualized service strategy will be encouraged. The state will encourage joint case management of WtW participants and is developing joint training for LWIB and DSS staff.

7. The State's procedures for conducting monitoring and oversight of substate areas to ensure adequate fiscal controls and achievement of quality program outcomes for WtW participants are as follows:

- (a) The State will monitor WtW subrecipients in accordance with a written State monitoring plan and guidelines which will include but not be limited to mechanisms for evaluating expenditures of match requirements, compliance with allowable activities, targeting and enrollment of eligible participants, compliance with coordination requirements, and achievement of program outcomes.
- (b) The State monitoring reviews will be conducted on a quarterly basis; however, participant enrollment and expenditures of WtW funds will be recorded and evaluated by State staff on a monthly basis.
- (c) Written reports will be issued as a result of monitoring reviews, and the State will provide necessary technical assistance to ensure compliance with the Act and regulations, and as a tool for corrective action and program improvement.

The procedures as outlined in Attachment B will apply to the resolution of findings concerning either a subrecipient's failure to meet established performance levels or the improper or inefficient administration of WtW funds.

8. Strategies of the State and LWIBs to prevent duplication of services and promote coordination among WtW, TANF, WIA, one-stop centers/employment service and other employment and training systems throughout the State are as follows:

- (a) The State has issued policy recommending that a local WtW team be established including but not limited to the following agencies: TANF; WIA; Job Service; Community Action Agencies; Office of Women's Services; Community College; College, or University; Economic Development Agency; Adult Education; Technical College, and State Title III contractors. This team will be responsible for the development of the local plan and for providing guidance/oversight relative to the operation of the WtW program. Furthermore, since each substate area LWIB has convened a One-Stop Local Management Team composed of the same core members, the State has recommended that the One-Stop/Workforce Center LMT serve as the WtW team. In addition, in order to promote regional coordination and rural/urban integration, the State has recommended that LWIBs within each of the state's eight economic planning districts form regional partnerships. This will enable all partner agencies to coordinate plans and activities not only to improve services and eliminate duplication, but also to broaden program knowledge. Community-based organizations should be involved at the appropriate time.

9. State and LWIB strategies to promote and encourage coordination with the State Department of Transportation, MPOs, transit operators, and other transportation providers to help ensure that the transportation needs of those moving from welfare to work are as follows:

The State has an interagency transportation task force assessing transportation needs and availability throughout the state. Information from this group, the Department of Transportation, and Community Action Agencies has been disseminated to LWIBs to assist them in their WtW plan development. LDOL is working with the Department of Public Safety to match TANF recipients against the Driver's License file. A planned job vacancy survey through LDOL's Office of Occupational Information Systems will assist in assessing where entry level jobs are located geographically, particularly in metropolitan areas. This information, linked with driver's license records, will assist the LWIBs and local transportation agencies in developing strategies to ensure the transportation needs of WtW recipients entering the workforce are met. The State will encourage the LWIBs to include these entities in the local planning process to encourage coordination and avoid duplication of services. Particularly in rural areas, LWIBs will be encouraged to broker out these services to faith and community-based organizations, senior citizen agencies, health providers, and other available organizations.

10. State and LWIB strategies to promote and encourage coordination with the State Housing Finance Agencies, public and assisted housing providers and agencies and other community-based organizations, and public and private health, mental health, and service agencies, vocational rehabilitation and related agencies are as follows:

The state will encourage LWIBs to include these organizations on the local WtW coordinating team. These entities are part of the One-Stop initiative and are currently working together locally to coordinate their activities. The integrated One-Stop/WtW Local Management Team, made up of representatives from community partners with knowledge and expertise in the areas of housing, health and mental health, vocational rehabilitation, and related services will provide the coordination link to ensure that all available services are afforded to the WtW participant, enabling them to participate in the program and enter the workforce.

B. Within State Distribution of Funds

The formula factors used to allocate not less than 85 percent (\$20,151,237) of the total amount of federal grant funds (\$23,707,338) among the LWIBs in the State were developed in collaboration with the State TANF agency. The factors and the weights assigned to each factor are as follows:

<u>Factor</u>	<u>Amount</u>
1) Fifty percent (50%) allocated to Workforce Investment Areas (LWIAs) based on the area's share of the excess population of poor, i.e. the number of poor individuals in excess of 7.5 percent of the total population	\$10,075,618
2) Fifty percent (50%) allocated to LWIAs based on the area's share of the number of adults receiving TANF assistance for 30 months or more	<u>\$10,075,619</u>
Total allocations to LWIAs	\$20,151,237

Attachment C provides a listing of the allocations provided to each Workforce Investment Board in the State.

C. Expenditure of Funds

The administrative costs will be maintained at the 15 percent (15%) limit through the budgetary and expenditure reporting process. LWIAs will not be allowed to budget more than 15% of their WtW grant for administrative costs. This expenditure limitation will be monitored monthly by the State through analysis of monthly expenditure reports which LWIAs will be required to submit, and corrective actions will be taken as necessary.

The expenditure of funds provided for the WtW program will be coordinated between TANF and WtW primarily through the local and regional management teams which each LWIA is required to establish for their WtW program. The purpose of these teams is to provide coordination, policy guidance, and oversight of the WtW program. The TANF agency is a mandatory member of the local management teams.

D. Application for Waiver

Not applicable at this time.

I. Description of 15% Projects to Help Long-Term TANF Recipients Enter Unsubsidized Jobs

In accordance with Section 645.410(b) of the WtW regulations, the State will retain 15% of the funds (\$3,556,101) at the State level for State administrative costs (\$533,415) and for projects that appear likely to help long-term recipients of TANF assistance enter unsubsidized employment (\$3,022,686). These funds may be distributed to a variety of workforce organizations, in addition to LWIBs, and other entities such as but not limited to, One-Stop systems, private sector employers, labor organizations, business and trade associations, education agencies, housing agencies, community development corporations, transportation agencies, community-based and faith-based organizations, disability community organizations, community action agencies, and colleges and universities which provide some of the assistance needed by the targeted population.

Current plans for the utilization of these funds include but are not necessarily limited to the following:

- (a) Administrative costs required by the State
- (b) Lighthouse projects with state/regional partnership agencies or private entities
- (c) Incentive grant of two types:
 - 1. “Front-end” innovative demonstration projects of LWIBs that earn funds by doing such things as co-locating child care and job training, involving community-based organizations that have resources to match, or other, more innovative programmatic components.
 - 2. Additional, bonus monies that a LWIB receives for meeting or exceeding performance standards each year.
- (d) Statewide capacity building projects, such as “bulk” discounts for instructional material or state-wide software licenses for developing work-related skills; state-wide staff development, and “train the trainer” sessions.
- (e) Outside evaluation/follow-up of the impact of WtW on participants.

II. Estimate of Matching Funds

An estimate of the amount of planned matching expenditures the State and/or local entities expect to make to satisfy the one-third (1/3) matching requirement on the FY 1998 funds is \$11,853,669. This amount will consist of 50% cash match (\$5,926,835) and 50% in-kind match (\$5,926,834) and will be expended over the three (3) year period from the effective date of the Federal grant award. The State and local entities will follow the match or cost-sharing

requirements of the “Common Rule” Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (codified for DOL at 29CFR 97.24). The Federal WtW funds, as well as any matching expenditures, will be monitored and reported monthly through the required submittal of monthly expenditure reports that record both types of expenditures and differentiate between cash and in-kind matching expenditures. Corrective actions will be taken as necessary in an effort to meet the projected match.

III. Funding

The following is an estimate of planned cumulative expenditures of WtW formula grant funds for each quarter of Fiscal Year 1998 (10/1/97 - 9/30/98) by percentage and dollar amount:

FY 1998			
1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
-0-	\$5,926,835	\$11,853,670	\$23,707,338
0%	25%	50%	100%

In accordance with Section 645.233 of the WtW regulations, any funds unexpended at the end of the fiscal year shall be carried over and be available for expenditure during the next two years from the effective date of the Federal grant award to the State.

IV. Assurances

See attachment D.

V. Signature

See attachment D - Assurances.

Local Workforce Investment Areas

Revised July 12, 2000

Workforce Investment Area	WIB Staffing/Fiscal Agent	Program Director
10 First Planning District Plaquemines St. Bernard St. Tammany	Mr. Al Waller, Director First Planning District Consortium 8201 West Judge Perez Dr., Room 212 Chalmette, LA 70043 Phone: (504) 278-4263 Fax: (504) 278-4266 E-Mail: fpdactst-bernard.la.com	Ms. Melissa Cardinale, Administrator St. Bernard & Plaquemine Parish same info as Al Waller E-Mail: Mcardinale@St.Bernard.la.us Wilma Hoppe, Administrator - Slidell Parish 200 Gause Blvd, Suite 5/Slidell, LA70458 Phone:(504)646-0619Fax:(504)649-5792 E-Mail:Whoppe@St.bernard.la.us Kendra Caronne, Administrator - Covington Parish 19376 N. Third St., Covington, LA 70433 Phone: (504)871-1229 Fax: (504) 893-6357 E-Mail:jtpa@gs.verio.net
11 Jefferson	Ms. Arleeta O . Terrell, Director Jefferson Parish Department of Employment and Training Post Office Box 10242 Jefferson, LA 70181-0242 Phone: (504) 736-6450 Fax: (504) 736-6765 E-Mail:terrel@Jeffparish.net	
12 Orleans Parish	Ms. Thelma French Executive Assistant to the Mayor 1300 Perdido St., suite 2E10 New Orleans, LA 70112 Phone: (504) 565-6414 Fax: (504)565-6423 E-Mail: THELMAF@new-orleans.la.us	Mr. Bill Jessee, President Goodwill Industries of S. E., Inc. 1000 S. Jefferson Davis Pkwy. New Orleans, LA 70125
14 St. Charles Parish Consortium St. James St. Charles St. John the Baptist	Ms. Sharon G. Simpkins, Director Employment and Training Office 735 Paul Maillard Rd. Post Office Box 1010 Hahnville, LA 70057 Phone: (504) 783-5030 Fax: (504)785-0923	Ms. Marion Doyal Employment and Training Office 2289 Texas St. P.O. Box 266 Lutcher, LA 70071 (225) 869-9773 Fax: (225)869-9703

		E-Mail: stchjtpa@eatel.net	E-Mail: stjtpa@eatel.net
20	Second Planning District Consortium Ascension St. Helena East Feliciana Tangipahoa Iberville Washington Livingston West Baton Rouge Pointe Coupe West Feliciana	Ms. Gloria Abels Tangipahoa Parish School System 1745 SW Railroad Ave., Ste. 201 Hammond, LA 70403 Phone: (504) 345-4134 Fax:(504)342-3081 E-Mai:GABELS@JTPA-HAM.ORG	Mr. Rory Hayden, Director Tangipahoa Parish School System 1745 SW Railroad Ave., Ste. 201 Hammond, LA 70403 Phone: (504) 345-4134 Fax:(504)342-3081 E-Mai:RHAYDEN@JTPA-HAM.ORG
21	East Baton Rouge Parish	Mr. Sidney M. Longwell, Director Office of Employment and Training 4523 Plank Road Baton Rouge, LA 70805 Phone: (225) 358-4579 or 358-4509 Fax: (225)357-9675 E-Mail:slongwell@ci.batonrouge.la.us	Ms. Alice M. Toombs Office of Employment and Training 4523 Plank Road Baton Rouge, LA 70805 Phone: (225) 358-4579 or 358-4509 Fax: (225)357-9675 E-Mail:Atoombs@ci.batonrouge.la.us
Workforce Investment Area		WIB Staffing/Fiscal Agent	Program Director
40	Fourth Planning District Consortium Acadia St. Martin Evangeline St. Mary Iberia Vermillion St. Landry	Mr. Chris Dunbar, Administrator Private Industry Council 284 West Bloch St. Opelousas, LA 70570 Phone: (337)942-5678 Fax: (337)942-9654 E-Mail:jtpa40@aol.com	Ms. Denise Stewart, Manager Acadiana One-Stop, Inc. 601 Lorie Ave., Ste.D. Post Office Box 70 Carencro, LA 70521-0070 Phone: (337) 896-1236 Fax:(337)886-2913 E-Mail:DENStewart@aol.com
41	Lafayette Parish	Mr. Glen Dugas, Manager Lafayette Consolidated Government 815 W. Congress St. Post Office box 4017-C Lafayette, LA 70502 Phone: (337) 291-7034 Fax: (337) 281-7113 E-Mail: glennd@cox-internet.com	Ms. Phyllis Malveaux, Program Manager Lafayette Consolidated Government Post Office Box 4017-C Lafayette, LA 70502 Phone: (337) 291-7034 Fax: (337) 291-7113 E-Mail: phyllim@cox-internet.com
50	Fifth Planning District Consortium Allen Beauregard Vernon	Ms. Patricia Brown, WIB Member Supervisor of Board Staff Beauregard Workforce Center Post Office Box 1410 DeRidder, LA 70634	Mr. Charles J. Maxie, Director 408 West Feritta Blvd. Post Office Drawer 779 Leesville, LA 71496-0779 Phone: (337) 238-2950/4179 Fax: (337) 238-

		Phone: (337) 462-5838 Fax: (337)463-5320 E-Mail:	0066 E-Mail:vpjtpa@worldnetla.net
51	Calcasieu Parish Consortium Calcasieu Cameron Jefferson Davis	Ms. Jean Augustine, Director Calcasieu Workforce Center 1015 Pithon St. Post Office Box 1299 Lake Charles, LA 70602-1299 Phone: (337)437-3380 Fax: (337) 437-3475 E-Mail: jaugustine@structureX.net	Ms. Shari Grimes, Program Manager Calcasieu Workforce Center Post Office Box 1299 Lake Charles, LA 70602-1299 Phone: (337) 437-3380 Fax: (337) 437-3475 E-Mail: jaugustine@structureX.net
60	Sixth Planning District Consortium Catahoula LaSalle Avoyelles Grant Concordia Winn	Ms. Azalea Pullin, Acting Director LaSalle Community Action Assoc., Inc. Courthouse Building, Room 23 Post Office Box 1230 Jena, LA 71342 Phone: (318) 992-8271/4178/8264 Fax:(318)992-8750E- Mail:apullin@centurytel.net	Ms. Margaret Powell LaSalle Community Action Assoc., Inc. Courthouse Building, Room 23 Post Office Box 1230 Jena, LA 71342 Phone: (318) 992-8271/4178/8264 Fax: (318)992-8750E- Mail:apullin@centurytel.net
61	Rapides Parish	Ms. Jan Haworth, Deputy Director Office of Economic & Workforce Development 5608 Coliseum Blvd. Post Office Box 7556 Alexandria, LA 71306 Phone: (318)448-1591 Fax: (318)442-7834 E-Mail: jhaworth@cenlawworkso.org	Mr. Terry Bounds Office of Economic & Workforce Development 5608 Coliseum Blvd. Post Office Box 7556 Alexandria, LA 71306 Phone: (318)448-1591 Fax: (318)442-7834 E-Mail: jhaworth@cenlawworkso.org

Workforce Investment Area	WIB Staffing/Fiscal Agent	Program Director
70 Seventh Planning District Consortium Bienville DeSoto Balance of Caddo Lincoln Natchitoches Red River Bossier Sabine Claiborne Webster	Mr. Harold LaBorde, Jr., Vice Pres./ Operations Coordinating & Development Corp. 5210 Hollywood Ave. Post Office Box 37005 Shreveport, LA 71133-7005 Phone: (318)632-2022 Fax: (318)632-2099 E-Mail:cdsport@shrev.net	Mr. James Trussell, Manager of Marketing/ Industrial Development Attn: Bonnie Vos Coordinating & Development Corp. 5210 Hollywood Ave. Post Office Box 37005 Shreveport, LA 71133-7005 Phone: (318)632-2022 Fax: (318)632-2099 E-Mail:cdsport@shrev.net
71 City of Shreveport	Ms. Jackie Brown Bureau of Administration Department of Community Development 1234 Texas Ave. Post Office Box 31109 Shreveport, LA 71130 Phone: (318)673-5918 Fax: (318)673-5903 E-Mail:hvital@ci.shreveport.la.us	Mr. Herman Vital, Bureau Chief Department of Community Development 1234 Texas Ave. Post Office Box 31109 Shreveport, LA 71130 Phone: (318)673-7500 Fax: (318)673-7512 E-Mail:hvital@ci.shreveport.la.us
81 Ouachita Parish	Ms. Doretha Bennett, Acting Director Ouachita Parish Police Jury 300 St. John St., 2 nd Floor Post Office Box 3007 Monroe, LA 71210-3007 Phone: (318) 329-0035 Fax: (318) E-Mail:dbennett@oppJ.com	Ms. Stephanie Morison 1801 Auburn Post Office Box 1811 Monroe, LA 71210 Phone: (318)362-5911 Fax: (318)362-5146
82 Union Parish Consortium Morehouse Union West Carroll	Mr. David Creed, Executive Director North Delta Regional Planning & Development, Inc. 2115 Justice St. Monroe, LA 712-1 Phone: (318)387-2572 Fax: (318)387-9054 E-Mail:DCREED@BAYOU.COM	Mr. Charles H. Kelley, Director Union Parish Community Action Assoc. 303 E. Water St. Post Office Box 520 Farmerville, LA 71241 Phone: (318)368-9606 Fax: (318) 368-2842 E-Mail:LLRCRANE@NLS.K12.la.us

83 Franklin Parish Consortium Caldwell Madison East Carroll Richland Franklin Tensas Jackson	Mr. C. W. Frazier, Jr. Director Private Industry Council SDA 83, Inc. 210 Main St. Post Office box 14269 Monroe, LA 71207-4269 Phone:(318) 387-7962 Fax:(318)361-0279 E-Mail: frazier @bayou.com	Ms. Katie McCarty, Program Director Northeast LA. Workforce Centers, Inc. P.O. Box 14667 Monroe, LA 71207-4667 Phone: (318)387-7962 Fax: (318)361-0279 E-Mail: KMCCARTY@BAYOU.COM
--	--	--

LWIA Grant Recipient/CEO**Revised 7/13/00**

WORKFORCE INVESTMENT AREA	GRANT RECIPIENT	CHIEF ELECTED OFFICIAL
10 First Planning District Consortium Plaquemines St. Bernard St. Tammany	The Honorable Charles Ponstein President St. Bernard Parish Government 8201 West Judge Perez Dr. Chalmette, LA 70043 Phone: (504) 278-4261 Fax: (504) 278-4266	Honorable Kevin Davis St. Tammany Parish Police Jury Post Office Box 628 Covington, LA 70434 Phone: (504)898-2360 Fax: (504) 898-5237
11 Jefferson Parish	The Honorable Tim P. Coulon Parish President Jefferson Parish Post Office Box 10242 Jefferson, LA 70181-0242 Phone: (504) 736-6400 Fax: (504) 736-6638	SAME
12 Orleans Parish	Honorable Marc Morial Mayor, City of New Orleans City Hall, Room 2E10 1300 Perdido Street New Orleans, LA 70112 Phone: (504) 565-6400 Fax: (504) 565-6423	SAME
14 St. Charles Parish Consortium St. James St. Charles St. John the Baptist	The Honorable Albert Laque, President St. Charles Parish Council 15045 River Road Post Office Box 302 Hahnville, LA 70057 Phone: (504) 783-5000 Fax: (504) 783-2067	The Honorable Dale J. Hymel, Jr. President St. James Parish 5800 Hwy. 44 Post Office Box 106 Convent, LA 70723-0106 Phone: (225) 562-2300 Fax: (225) 562-2269
20 Second Planning District Consortium Ascension St. Helena East Feliciana Tangipahoa Iberville Washington Livingston West BatonRouge Pointe Coupe West Feliciana	The Honorable Gordon Burgess President Tangipahoa Parish Police Jury 206 E. Malberry Post Office Box 215 Amite, LA 70422 Phone: (504) 748-3211 Fax: (504)748-7576	SAME

WORKFORCE INVESTMENT AREA	GRANT RECIPIENT	CHIEF ELECTED OFFICIAL
31 Lafourche Parish Consortium Assumption Lafourche Terrebonne	The Honorable Gerald Breaux President Lafourche Parish Council Post Office Drawer 5548 Thibodaux, LA 70302 Phone: (504) 446-8427 Fax: (504)446-8459	The Honorable Marty S. Triche President Assumption Parish Police Jury 4813 Hwy. 1 Drawer 520 Napoleonville, LA 70390 Phone: (504) 369-6168 Fax: (504) 369-2063
40 Fourth Planning District Consortium Acadia St. Martin Evangeline St. Mary Iberia Vermilion St. Landry	The Honorable Howard Austin, President St. Landry Parish Police Jury 118 S. Court st. Post Office Box 551 Opelousas, LA 70570 Phone: (337)948-3688 Fax: (337) 948-1281	SAME
41 Lafayette Parish	The Honorable Walter S. Comeaux Lafayette City/Parish President Lafayette Consolidated Government 705 W. University Ave. Post Office Drawer 4017-C Lafayette, LA 70502 Phone: (337) 291-8300 Fax: (337) 291-8399	SAME
50 Fifth Planning District Consortium Allen Beauregard Vernon	The Honorable Ray Pynes, President Vernon Parish Police Jury 300 S. Third Post Office Box 1548 Leesville, LA 71446 Phone: (337) 238-0324 Fax: (337)238-0240	The Honorable Andrew Hayes Allen Parish Police Jury President Post Office Drawer G Oberlin, LA 70655 Phone:(337)639-4396Fax:(337)639-4326
51 Calcasieu Parish Consortium Calcasieu Cameron Jefferson Davis	The Honorable Charles S. Mackey, D.D.S. President Calcasieu Parish Police Jury 1011 Lake Shore Dr. Post Office Drawer 3287 Lake Charles, LA 70602-3287 Phone(337) 478-2960 Fax: (337)437-3399	SAME

WORKFORCE INVESTMENT ACT	GRANT RECIPIENT	CHIEF ELECTED OFFICIAL
60 Sixth Planning District Consortium Avoyelles Grant Catahoula LaSalle Concordia Winn	The Honorable John Carter President LaSalle Parish Police Jury Courthouse Square, Room 13 Post Office Box 57 Jena, LA 71342 Phone: (318)992-2101 Fax: (318)992-2103	SAME
61 Rapides Parish	The Honorable Joe Fuller President Rapides Parish Police Jury 700 Murray St. Post Office Box 1150 Alexandria, LA 71309 Phone: (318) 473-6600 Fax: (318) 473-6670	SAME
70 Seventh Planning District Consortium Bienville Lincoln Balance of Caddo Natchitoches Bossier Red River Claiborne Sabine DeSoto Webster	The Honorable DeWayne Mitchell President DeSoto Parish Police Jury 111 Franklin St. Post Office Box 898 Mansfield, LA 71052-0898 Phone: (318) 872-0738 Fax: (318)872-5343	The Honorable Jack Beard President Lincoln Parish Police Jury 100 W. Texas Post Office Box 979 Ruston, LA 71273-0979 Phone: (318) 251-5150 Fax: (318)251-5149
71 City of Shreveport	The Honorable Keith Hightower Mayor, City of Shreveport 1234 Texas Street Post Office Box 31109 Shreveport, LA 71130 Phone: (318) 673-5050 Fax: (318) 673-5099	SAME
81 Ouachita Parish	The Honorable Tom Holtzclaw President Ouachita Parish Police Jury 209 Bayside Dr. West Monroe, LA 71291 Phone: (318) 396-7631 Fax: (318)327-1339	SAME

WORKFORCE INVESTMENT ACT	GRANT RECIPIENT	CHIEF ELECTED OFFICIAL
82 Union Parish Consortium Morehouse Union West Carroll	The Honorable George Wiltcher President Union Parish Police Jury 303 E. Water St. Post Office Box 723 Farmerville, LA 71241 Phone: (318)368-3296 Fax: (318)368-8342	The Honorable Willie T. Sensley, Sr. President Union Parish Police Jury Post Office Box 753 Farmerville, LA 71241 Phone: (318) 368-3296 Fax: (318)368-8342
83 Franklin Parish Consortium Caldwell Madison East Carroll Richland Franklin Tensas Jackson	The Honorable Ricky Campbell Franklin Parish Police Jury 6558 Main Street Post Office Box 204 Crowville, LA 71230 Phone: (318) 435-9429 Fax: (318)435-9420	The Honorable Carey Stevens Franklin Parish Police Jury 6558 Main Street Post Office Box 204 Crowville, LA 71230 Phone: (318) 574-2716 Fax: (318) 574-0506

Local Workforce Investment Area
WIB Chairpersons
Revised 7/13/00

Workforce Investment Area	WIB Chairpersons
10 First Planning District Consortium Plaquemines St. Bernard St. Tammany	Mr. Ken Levy, Manager Latter & Blum 1400 Gaus Blvd. Slidell, LA 70458 Phone: (504) 641-1000 Fax: (504) 641-3080
11 Jefferson Parish	Mr. Thomas J. Jones III, Director Human Resources West Bank Boomtown Casino 1432 Peters Rd. Harvey, LA 70059 Phone: (504) 366-3596 Fax: (504) 364-8794
12 Orleans Parish	Mr. Richard Henault, Exec. Vice President Pendleton Memorial Hospital 5620 Read Blvd., 6th Floor New Orleans, LA 70127 Phone: (504) 553-5330 Fax: (504) 244-4583
14 St. Charles Parish Consortium St. James St. Charles St. John the Baptist	Ms. Theresa Roy American Iron 7300 Highway 3214 Convent, LA 70723 Phone: (225) 562-0008 Fax: (225) 562-0015
20 Second Planning District Consortium Ascension St. Helena East Feliciana Tangipahoa Iberville Washington Livingston West Baton Rouge Pointe Coupee West Feliciana	Mr. Sam Gerace, Owner/Manager Gerace Auto Parts 25115 Hwy. 1 South Post Office Box 714 Plaquemine, LA 70764 Phone: (225) 687-4371 Fax: (225) 687-8499
21 East Baton Rouge Parish	Mr. Vic Howell, Vice President Consumer Credit Counseling Services 615 Chevelle Court Baton Rouge, LA 70806 Phone: (225) 923-2227 Fax: (225) 926-7912

Workforce Investment Area	WIB Chairpersons
31 Lafourche Parish Consortium Assumption Lafourche Terrebonne	Mr. Alfred J. Diez, Jr. Pope's for Parts 1315 St. Patrick Hwy Post Office Box 740 Thibodaux, LA 70302-0740 Phone: (504) 446-8485 Fax: (504) 446-2869
40 Fourth Planning District Consortium Acadia St. Martin Evangeline St. Mary Iberia Vermilion St. Landry	Mr. Wayne Taylor, Broker Taylor's Realtor's Building Post Office Box 70 Breux Bridge, LA 70517 Phone: (337) 228-7271 Fax: (337)228-7286
41 Lafayette Parish	Mr. Aaron J. Allen, Attorney at Law 224 St. Landry St., Suite 3F Post Office Box 3204 Lafayette, LA 70502 Phone: (337) 232-9918 Fax: (337)233-8367
50 Fifth Planning District Consortium Allen Beauregard Vernon	Ms. Betty Wilhelmi, Vice President Kinder Canal 113 N. Tenth Post Office Box 550 Kinder, LA 70638 Phone: (337) 738-2321 Fax: (337)738-5636
51 Calcasieu Parish Consortium Calcasieu Cameron Jefferson Davis	Mr. John Nash, President/Owner Opelousas Broad Enterprises, Inc. 2306 Opelousas St. Lake Charles, LA 70601-2647 Phone: (337) 478-6869 Fax: (337) 436-5182
60 Sixth Planning District Consortium Avoyelles Grant Catahoula LaSalle Concordia Winn	Ms. Sue Morris, Owner Morris Real Estate 8916 Highway 165 Pollock, LA 71467 Phone: (318) 628-5804 Fax: (318) 992-2015

Workforce Investment Areas	WIB Chairperson
61 Rapides Parish	Ms. Joanne White White Development Inc. 5401 Jackson Street Alexandria, LA 71303 Phone (318) 445-8535 Fax: (318) 473-4566
70 Seventh Planning District Consortium Bienville Lincoln Balance of Caddo Natchitoches Bossier Red River Claiborne Sabine DeSoto Webster	Mr. Charles Maranto, Personnel Director CERRO Copper Tube Co. 5007 Hazel Jones Rd. Bossier City, LA 71111-5498 Phone: (318)747-4951 Fax: (318) 747-2326
71 City of Shreveport	Mr. Charles Davis LaBlanc,Maples and Waddell, LLC 8508 Line Ave., Suite #A Shreveport, LA 71106 Phone: (318) 861-9079 Fax: (318) 861-9079
81 Ouachita Parish	Ms. Debbie Sawyer Sawyer Industrial Plastics 100 Enterprise St. West Monroe, LA 71292 Phone: (318) 325-4376 Fax:(318)325-5734 E-Mail:DSawyer@sawyerplastics.com
82 Union Parish Consortium Morehouse Union West Carroll	Mr. William Maxwell, Vice President First United Bank 611 Piney Pointe Rd. Farmerville, LA 71241 Phone: (318) 368-8855 Fax: (318) 368-7028
83 Franklin Parish Consortium Caldwell Madison East Carroll Richland Franklin Tensas Jackson	Ms. Martha Bell Christon Brannus Funeral Home Post Office Box 292 Lake Providence, LA 71254 Phone: (318) 559-0547 Fax: (318) 559-0703

FISCAL CONTROLS-SANCTIONS IMPROPER OR INEFFICIENT ADMINISTRATION OF FUNDS

Welfare reform has been a top priority of President Clinton and his Administration. State and local implementation of the Welfare-to-Work grant program represents a defining opportunity in the history of welfare reform. The key objectives of the new grant program are:

- ◆ To break the cycle of dependency by promoting responsibility and work, and
- ◆ To move the most difficult to employ welfare recipients into unsubsidized jobs with good career potential for achieving economic self-sufficiency.

In order to achieve these goals, and in order to focus on moving people from welfare to work, the State must ensure that WtW activities will be well coordinated with services under TANF. The State is also responsible for the proper administration of the WtW grant funds. In order to assure accountability for these funds, therefore, the State will **monitor** the subgrantees so as to ensure adequate fiscal controls and achievement of quality program outcomes for WtW participants. In its monitoring, the State will focus its oversight on the required targeting of eligible participants, fund management, expenditure of match, use of funds for allowable services and performance outcomes. The State expects **strict** accountability of each subgrantee for program design, fiscal management, and performance outcomes. To this end, the State will perform monitoring of each subgrantee on a quarterly (3 month) basis. A particular focus of the performance outcomes of each subgrantee will be reviewed on a semi-annual (6 month) basis. The State will provide technical assistance as appropriate should deficiencies be revealed pursuant to a monitoring visit.

Those subgrantees with recorded deficiencies are expected to correct or eliminate these deficiencies as quickly as possible. Satisfactory progress towards the resolution of any deficiency must be demonstrated by the subgrantee in a subsequent monitoring review by the State. If satisfactory progress has not been made by the subgrantee, the State will require that a **corrective action plan** be implemented by the subgrantee to secure prompt compliance.

The performance of the subgrantee versus its corrective action plan will be evaluated by the State at the following monitoring review. In the event that a subgrantee fails to take the required corrective action, the State will take whatever actions it deems appropriate to improve the effectiveness or efficiency of the administration of WtW funds in the LWIA including requesting a waiver from the Secretary of the United States Department of Labor to designate an alternative local administering agency.

Should the State determine that an alternative agency would improve the effectiveness or efficiency of the administration of the funds distributed for the benefit of the LWIA, a waiver request will be made to the Secretary of the United States Department of Labor. A copy of the waiver request and any supporting documentation submitted to the Secretary will be provided to the WIB and CEO of the LWIA for which an alternative administering agency is requested.

The WIB and CEO shall have fifteen (15) days in which to submit his or her written response to the United States Department of Labor. A copy of this response must also be provided to the State. The decision of the Secretary to approve or deny the waiver request will be issued promptly and shall be final.

1998 WtW Formula Allocations

Parish/LWIA	Allocation
Plaquemines	\$ 123,854
St. Bernard	138,511
St. Tammany	<u>208,784</u>
TOTAL (LWIA #10)	\$ 471,149
Jefferson	<u>\$1,316,190</u>
TOTAL (LWIA #11)	\$1,316,190
Orleans	<u>\$5,528,762</u>
TOTAL (LWIA #12)	\$5,528,762
Ascension	\$ 218,456
East Feliciana	83,100
Iberville	179,780
Livingston	113,215
Pointe Coupee	128,258
St. Helena	53,924
Tangipahoa	489,601
Washington	209,057
West Baton Rouge	66,967
West Feliciana	<u>\$ 38,939</u>
TOTAL (LWIA #20)	\$1,581,297
East Baton Rouge	<u>\$1,489,914</u>
TOTAL (LWIA #21)	\$1,489,914
Assumption	\$ 108,685
Lafourche	307,711
Terrebonne	<u>360,437</u>
TOTAL (LWIA #31)	\$ 776,833
St. Charles	\$ 89,370
St. James	104,359
St. John	<u>142,919</u>
TOTAL (LWIA #32)	\$ 336,648

Acadia	\$ 255,223
Evangeline	215,547
Iberia	343,126
St. Landry	671,250
St. Martin	178,518
St. Mary	296,920
Vermilion	<u>\$ 181,314</u>
TOTAL (LWIA #40)	\$2,141,898

Lafayette	<u>\$ 407,990</u>
TOTAL (LWIA #41)	\$ 407,990

Allen	\$ 88,147
Beauregard	72,038
Vernon	<u>106,772</u>
TOTAL (LWIA #50)	\$ 266,957

Calcasieu	\$ 419,147
Cameron	14,180
Jefferson Davis	<u>101,285</u>
TOTAL (LWIA #51)	\$ 534,612

Avoyelles	\$ 213,021
Catahoula	58,725
Concordia	125,630
Grant	60,883
LaSalle	36,195
Winn	<u>78,941</u>
TOTAL (LWIA #60)	\$ 573,395

Rapides	<u>\$ 531,219</u>
TOTAL (LWIA #61)	\$ 531,219

Bienville	\$ 89,576
Bossier Bal.	192,992
Caddo Bal.	459,070
Claiborne	98,577
DeSoto	164,261
Lincoln	175,588
Natchitoches	222,392
Red River	56,839
Sabine	92,629
Webster	<u>\$ 172,052</u>
TOTAL (LWIA #70)	\$1,723,976

Shreveport City	\$ 737,788
TOTAL (LWIA #71)	\$ 737,788

Ouachita	\$ 732,680
TOTAL (LWIA #81)	\$ 732,680

Morehouse	\$ 188,349
Union	59,616
West Carroll	48,897
TOTAL (LWIA #82)	\$ 296,862

Caldwell	\$ 41,912
East Carroll	143,253
Franklin	136,690
Jackson	52,860
Madison	111,788
Richland	151,144
Tensas	65,420
TOTAL (LWIA #83)	\$ 703,067

GRAND TOTAL	\$20,151,237
-------------	--------------

ATTACHMENT D

OMB Control No. 1205-0382
Expiration Date: February 2, 2001

Program Assurances

(This section has been designed to assist the Governor, certify that the State will comply with the provisions in Section 5001 of the Balanced Budget Act of 1997 and the applicable regulations)

ASSURANCES

The State/Commonwealth of Louisiana assures to the following requirements under Title IV-A of the Social Security Act.

PROGRAM ADMINISTRATION/ACTIVITIES

1. The State is an eligible State, pursuant to Section 402(a) for the fiscal year. *Statutory Citations: Section 402(a); Section 403(a)(5)(A)(ii)(IV).*
2. The State assures that qualified State expenditures (within the meaning of Section 409(a)(7)) for the fiscal year will not be less than the applicable percentage of historic State expenditures (within the meaning of Section 409(a)(7) with respect to the fiscal year. *Statutory Citations: Section 403(5)(A)(ii)(V); Section 409(a)(7).*
3. [That is, the State has met its TANF maintenance-of-effort requirement under Section 409(a)(7) for the fiscal year].
4. The State has consulted and coordinated with the appropriate entities in the substate areas regarding the plan and the design of WtW services in the State. *Statutory Citation: Section 403(a)(5)(A)(ii)(I)(cc).*
5. The State will make available to the public a summary of the WtW plan. *Statutory Citation: Section 402(b).*
6. The State has agreed to negotiate in good faith with the Secretary of Health and Human Services with respect to the substance and funding of any evaluation under Section 413(j) and to cooperate with the conduct of such an evaluation. *Statutory Citations: Section 403(a)(5)(A)(ii)(III); Section 413(j).*
7. The State shall not use any part of these grant funds, nor any part of State expenditures made to match the funds, to fulfill any obligation of any State, political subdivision, or workforce investment boards to contribute funds under Sections 403(b) or 418 or any other provision of the Social Security Act or other Federal law. *Statutory Citation: Section 403(a)(5)(C)(vi).*
8. The State will return to The Secretary of Labor any part of the WtW funds that are not expended within 3 years after the date the funds are so provided. *Statutory Citation: Section 403(a)(5)(C)(vii).*

9. The State WtW program will be conducted in accordance with the WtW legislation, regulatory provisions, future written guidance provided by the Department, and all other applicable Federal and State laws.
10. The State will apply the TANF law and regulations to the operation of the WtW program, unless otherwise specified by the Department or defined in Section 403(a)(5) or the applicable WtW regulations.
11. The State assures that services under the WtW grant are provided to eligible participants only.
12. The State will maintain and submit accurate, complete and timely participant and financial records reports, as specified by the Secretary of Labor and the Secretary of Health and Human Services.
13. The State will establish a mechanism to exchange information and coordinate the WtW program operated by the State and WIBs with other programs available that will assist in providing welfare recipients employment.
14. The State shall adhere to the certifications required under TANF and will meet the TANF maintenance of effort requirements.
15. The State will comply with the uniform fiscal and administrative requirements of OMB Circular A-102 as codified for DOL at 29 CFR part 97.
16. The State will follow the audit requirements of The Single Audit Act of 1984 and OMB Circular A-133.
17. The State will follow the allowable cost/cost principles of OMB Circular A-87.

WORKER PROTECTIONS

1. The State will establish policies to enforce the provisions regarding nondisplacement in work activities under a program operated with funds provided under WtW. *Statutory Citation: Section 403(a)(5)(J)(i).*
2. The State assures that the Health and Safety standards established under Federal and State law otherwise applicable to working conditions of employees shall be equally applicable to working conditions of other participants engaged in a work activity under a program operated with funds provided under WtW. *Statutory Citation: Section 403(a)(5)(J)(ii).*

3. The State will enforce the provision that an individual may not be discriminated against by reason of gender with respect to participation in work activities under a program operated with funds provided under WtW. *Statutory Citation: Section 403(a)(5)(J)(iii).*
4. The State shall establish and maintain procedures for grievances or complaints from participants and employees under the WtW program. The procedures established will be consistent with the requirements of Section 403(a)(5)(J)(iv). *Statutory Citation: Section 403(a)(5)(J)(iv).*
5. The State shall establish and enforce standards and procedures to ensure against fraud and abuse, including standards and procedures against nepotism, conflicts of interest among individuals responsible for the administration and supervision of the State WtW program, kickbacks, and the use of political patronage.
6. The State will comply with the nondiscrimination provisions of the laws enumerated at Section 408(d), with respect to participation in work activities engaged in under the WtW program.

Governor or Authorized Signatory (Type and Sign Name)
Title, (if other than the Governor)
Date Signed: